

DECLASSIFIED UNDER AUTHORITY OF THE
INTERAGENCY SECURITY CLASSIFICATION APPEALS PANEL,
E.O. 13526, SECTION 5.3(b)(3)

ISCAP APPEAL NO. 2011-064, document no. 47

SENATOR: DECLASSIFICATION DATE: December 19, 2013

ATTACHED IS A MEMO FROM LARRY PIPER WHICH
IS SELF-EXPLANATORY. I HAVE COMPLETED
THE FORM FOR YOU. THE ONLY THING NEEDED
AT THIS POINT IS A SPECIAL PHOTO WHICH
WILL BE DONE WHENEVER YOU WISH. YOU
SHOULD TAKE THE BOOKLET HOME WITH YOU TO
A SAFE PLACE.

CP

*or not
at all.*

JM 9/8/8

IMPORTANT

The attached Form DS-1628 is the application mentioned in the
attached memorandum. It must be completed and returned to
S/S-EX for forwarding to SY ~~before you report for a photograph.~~
~~You will be notified when the ID Unit is ready to photograph~~
~~your team.~~

5M883

DEPARTMENT OF STATE EMERGENCY CADRE RECORD										LIMITED OFFICIAL USE When Filled In	
PART I - To be completed by Designee's Executive Director or Administrative Officer										TEAM	
NAME OF DESIGNEE Mr. Last (in caps) First MI				STATE ID NO.		TELEPHONE NUMBERS Residence Office		ASSIGNMENT A B C			
XXX MUSKIE Edmund S.				✓		320-5839 24910		Special Group			
OFFICE SYMBOL		FUNCTIONAL TITLE AND POSITION			GRADE		RESIDENCE ADDRESS			SOCIAL SECURITY NO. (for ANMCC only)	
S		Secretary of State			EX-1		5217 Westbard Avenue Bethesda, Maryland 20016			007 07 6619	
DATE OF BIRTH		HEIGHT		WEIGHT		COLOR EYES		COLOR HAIR		BLOOD TYPE	
3/28/14		6'4"		195		Blue		Brown		B+	
Individual named above is a member of the Department of State Emergency Cadre. It is requested that he (she) be processed for admission to the <input checked="" type="checkbox"/> EFD <input checked="" type="checkbox"/> ANMCC										SIGNATURE OF DESIGNEE CERTIFYING RECEIPT Date	
TYPED NAME AND SIGNATURE OF EXECUTIVE DIRECTOR OR ADMINISTRATIVE OFFICER										DATE	
PART II - To be completed by the Office of Security						PART III - To be completed by Designee's Executive Director					
The individual named above has been granted a TOP SECRET clearance on (date) _____ under the provisions of Executive Order 10450.						The individual named above has been deleted from the Department of State Emergency Cadre and his (her) above number <input type="checkbox"/> CD pass <input type="checkbox"/> EFD pass <input type="checkbox"/> ANMCC pass is returned herewith:					
<input type="checkbox"/> Three photos of Designee attached.						REMARKS (reason for not returning pass)					
TYPED NAME AND SIGNATURE OF CERTIFYING OFFICER											
DATE						TYPED NAME AND SIGNATURE OF EXEC. DIR.					
DATE						DATE					

FORM DS-1520
3 - 73

Return to S/S-EX (Julia)



DEPARTMENT OF STATE

Washington, D.C. 20520

June 6, 1980

LIMITED OFFICIAL USE
WITH ~~SECRET~~ ATTACHMENT

TO: The Secretary

FROM: S/S-EX - Larry G. Piper *LP*

Emergency Relocation Program

As Secretary of State, you are a member of the Special Group of the Department's Emergency Cadre.

The attached Emergency Preparedness Handbook describes the Department's emergency relocation program and sets forth the site locations and movement schedules of the various teams to the relocation sites. Members of the relocation cadre are asked to familiarize themselves with the procedures to be followed in the event of an emergency or a test exercise.

25X8, E.O.13526

An application is being submitted for your passes to the relocation sites

and the Alternate National Military Command Center (ANMCC)]. A photograph is required for the passes, and I would appreciate it if you would contact the Identification Unit (Mr. Carl Gee, extension 23212), located in Room 1258, and make an appointment to be photographed.

In order that you may obtain more specific information concerning your relocation sites, this office can arrange a visit to these facilities, via military helicopter, at your convenience. An absence from the Department of approximately five hours would be required.

LIMITED OFFICIAL USE
WITH ~~SECRET~~ ATTACHMENT

3M18-5

FORM DS-1628 - "DEPARTMENT OF STATE EMERGENCY CADRE RECORD"

1. AUTHORITY:

Form DS-1628 is not a form required by law, but is an administrative arrangement necessary for the issuance of passes required by State Department emergency cadre members for admission to [redacted]

25X8, E.O.13526

[redacted] and to the Joint Chiefs of Staff Alternate National Military Command Center. Both relocation sites are classified Top Secret. The emergency preparedness functions of Federal Departments and Agencies required for them to be prepared to meet the requirements of a National emergency are outlined in Executive Order 11490, signed by President Nixon on October 28, 1969.

2. PURPOSE:

The purpose of the form is to provide the necessary information required for the issuance of admission passes to the two relocation sites mentioned above.

3. USE:

The form is used exclusively for the purpose noted in Number 2.

4. ACCESS TO EXECUTED FORMS:

Persons having access to Form 1628 are those employees of the Department of State with the responsibilities for the maintenance of adequate cadres to staff the two relocation sites, and those employees of the GSA Federal Preparedness Agency, and of the JCS Alternate National Military Command Center who are concerned with the preparation and issuance of the required passes.

5. CONSEQUENCES OF REFUSAL OF EMPLOYEE TO EXECUTE FORM 1628:

Persons refusing to provide the information required by the Form could not be designated as members of the Department's emergency cadre since they could not be issued the required admission passes.

DIRECTIVES STAFF

SEP 02 1976

A/DIR

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JMK 8-6

NOTE: THIS HANDBOOK MUST BE RETURNED TO S/S-EX
UPON YOUR TRANSFER OR AT SUCH OTHER TIME
AS YOU ARE RELIEVED OF YOUR EMERGENCY
ASSIGNMENT. PLEASE KEEP IT IN A SAFE
PLACE AND REMEMBER WHERE YOU PUT IT.



~~SECRET~~

OS 657-173

311

EMERGENCY PREPAREDNESS HANDBOOK

DEPARTMENT OF STATE

Upon relief from emergency duty assignment, transfer to a foreign post, or termination in the Department of State, the employee charged with this Handbook must transmit it to his executive or administrative officer.

HANDBOOK EP-2

EXEMPTED BY
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF EXECUTIVE ORDER 11652
EXEMPTION CATEGORY 3
NOT AUTOMATICALLY DECLASSIFIED ON

*Exempt be
determined*

~~SECRET~~

~~SECRET~~

EMERGENCY PREPAREDNESS HANDBOOK

FOR DEPARTMENT OF STATE EMPLOYEES ON THE EMERGENCY CADRE

The handbook is a controlled document. Upon relief from emergency duty assignment, transfer to foreign post, or termination of employment in the Department of State, the employee charged with this handbook must return it to his executive director or administrative officer.

This publication supersedes the September 1965 edition of the "Emergency Preparedness Handbook, EP-1" which should be destroyed in accordance with security regulations.

HANDBOOK EP-2

~~SECRET~~

~~SECRET~~

EMERGENCY PREPAREDNESS HANDBOOK

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010 FOREWORD

The deliberate initiation of general nuclear war appears remote, but the possibility that such a war can occur will remain as long as nations possess the means of mass destruction. Although the announced policy of the United States is to seek and maintain peace, the credibility of this policy lies in the capability to cope swiftly and effectively with large scale nuclear war if that possibility becomes a reality. The defense of the United States cannot lie solely with its military force. Defense is the responsibility of all levels of government and of all the people.

The Emergency Preparedness Handbook of the Department of State contains instructions and prescribes an outline of actions required to insure the performance of essential functions during and immediately following an attack upon the United States. It focuses primarily on headquarters activities. Department of State personnel outside the Washington area but within the United States (UN, Border Commissions, etc.) are expected to conform with local civil defense instructions. Emergency arrangements for overseas operations and emergency and evacuation plans of mission abroad are not included in this handbook.

To fulfill its intended purpose, the handbook must be kept current and all Cadre members of the Department of State informed of its contents on a need-to-know basis. All bureaus or offices with essential war-related functions are requested to review the handbook continuously, particularly those portions affecting them, and to recommend improvements or changes which are considered appropriate.

The Director, Evacuation Relocation Staff, Office of Operations is responsible for the maintenance of the handbook. He will effect the necessary coordination and issue, as required, proposed changes, modifications or deletions. He will assure also that the provisions of the handbook are consistent with over-all Department of State emergency planning policies.

020 PURPOSE

The purpose of this handbook is (1) to acquaint selected Department of State employees with the over-all concept of Emergency Preparedness of the Federal Government with particular reference to its applicability to the Department of State; (2) to provide guidance to heads of bureaus and offices for developing emergency actions, plans and procedures for their respective bureaus and offices; (3) to set forth over-all Department of State responsibilities for pre-emergency actions; (4) to describe the Department-wide plans and procedures developed to ensure continuity of its essential operations in the event of attack on this country; and (5) to provide post-attack plans and procedures for reconstituting the Department of State.

025 SCOPE

The scope of this Handbook covers plans and procedures for Department of State operations at headquarters and at emergency relocation facilities during a general war or during emergency periods when the probability of escalation to general war requires a minimum operating capability at emergency relocation sites, and an executive complement (Team A) at headquarters consisting of a minimum cadre for continuous departmental leadership for initiating emergency operations during non-duty hours or directing them during duty hours.

During periods of international tension and crisis when general nuclear war is not threatened and relocation is not required, operations of the Department of State are conducted from its main headquarters. Plans and procedures have been developed to meet these contingencies. In this regard, this handbook does not include activities of the Department designed to cope with international crises when general war is not threatened.

Among the subjects covered in this handbook are the missions and operations concept of the sites where spaces are allocated to the Department of State, the logistic and administrative support provided at the sites, emergency actions to be taken in response to various degrees of warning, the Department of State emergency cadre composition, and alert notification plans and procedures to activate the main headquarters complement, and to initiate relocation movement of personnel with emergency assignments.

030 OBJECTIVES

The ultimate objective of nonmilitary emergency planning is the development of a capability

of managing resources, including governmental processes, so that the needs of the United States and other free nations can be met; to support the required military effort of the country; and finally to recover and survive as one of the free and independent nations.

Developing and maintaining this capability at all levels of government is an important element of National Preparedness. The ability to marshal diplomatic, political, military, and economic resources of the United States can be assured by adequate planning--the essence of National Preparedness. To recover from a nuclear attack, to prosecute and bring to an end a nuclear war, and to survive as a nation involve continuous planning begun long before an actual attack.

A major objective of emergency planning is to provide government continuity by preserving leadership, authority, and governmental machinery and personnel to carry out government responsibility at home and abroad. In this regard the most important aspects are:

- a. Establishment of automatic emergency lines of succession in depth, and provision for sufficient delegation or relegation of authority to make and implement decisions under conditions of extreme national emergency.
- b. Preservation and ready availability of essential operating records and documents required to conduct the essential functions of government, and for eventual reconstitution of normal activities.
- c. Protection of essential government control and operating personnel required to manage resources, both human and material, to continue diplomatic efforts, and to conduct and bring to an end a nuclear war.
- d. Development of plans and procedures needed for the eventual regrouping of surviving government employees in order to resume as quickly as possible after an attack the normal activities of government at home and abroad.
- e. Establishment of emergency operating centers designed to provide protected facilities required for the conduct of the most essential of emergency functions.

040 ASSUMPTIONS

Emergency plans and procedures are predicated on three basic assumptions:

- a. Foreign nuclear powers have the capacity or can develop a capacity to attack the United States with nuclear weapons;
- b. Washington, D.C., is a priority objective on the target lists of any actual or potential nuclear enemy power;

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c. Only government personnel not in target areas at the time of a nuclear attack may be available to conduct the essential war-time functions of the government. Those relocated to protected sites will have the capability to continue essential operations of government.

050 SECURITY

The fact that there is a plan for emergency relocation of the Federal Government is not classified information. However, details of the plan or the plans of specific departments and agencies are classified. Specifically, the location of emergency facilities the number of employees to be relocated, the missions of specific sites, the communication and official transportation facilities and procedures, the declaration of specific readiness conditions, and similar data are classified information and must not be divulged to unauthorized persons. The emergency plans and procedures of the Department of State are classified and will be provided only on a need-to-know basis. Only emergency cadre members and personnel involved in emergency planning and preparedness activities should have access to this handbook.

060 EMERGENCY PREPAREDNESS

060.1 Continuity of the Executive Branch of the Federal Government

It is the policy of the Federal Government to develop and maintain plans and programs to assure the continuity of the Federal Government under all emergency conditions including attack on the United States. Pursuant to the provisions of Executive Orders 11051 and 11490, basic guidance to Federal departments and agencies has been provided on measures to be undertaken to preserve the continuity of the non-military elements of the Executive Branch of the Federal Government so as to assure the national level performance of essential functions under all emergency conditions, including attack on the United States.

Specific Categories.

The basic guidance identifies three categories of emergency responsibilities. They have been established by assessing both the national essentiality of the function to be performed by the department or agency and the degree of need for immediate capability to operate continuously. The categories are:

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060.2 The Department of State

060.2-1. Under the provisions of Executive Order 11490, the Secretary of State is respon-

sible for preparing emergency plans and for developing preparedness programs and procedures designed to permit modification or expansion of the activities of the Department in order to meet conditions of a nuclear war emergency.

Specifically the Secretary of State is responsible for the development of policies, plans, and procedures for carrying out his responsibilities in the conduct of foreign relations under conditions of national emergency. These include but are not limited to;

- a. Formulation, negotiation, and implementation of contingency and post-emergency plans with United States allies and of the intergovernmental agreements and arrangements required by such plans;
- b. Formulation, negotiation, and execution of measures affecting the relationship of the United States with neutral States;
- c. Formulation and execution of political strategy towards hostile or enemy States, including the definition of war objectives and political means for achieving those objectives;
- d. Maintenance of diplomatic representation abroad;
- e. Reporting and advising on conditions overseas which bear upon the national emergency;
- f. Carrying out or proposing economic measures with respect to other nations;
- g. Providing mutual assistance activities such as ascertaining requirements of the civilian economies of other nations, making recommendations to domestic resource agencies for meeting such requirements, and determining the availability of and making arrangements for obtaining foreign resources required by the United States;
- h. Providing foreign assistance, including continuous supervision and general direction of authorized economic and military assistance programs for friendly nations and determination of the value thereof;
- i. Protection or evacuation of American citizens and nationals abroad and safeguarding their property;
- j. Protection and/or control of international organization and foreign diplomatic, consular, and other official personnel and property, or other assets in the United States;

- k. Providing documentary control of persons seeking to enter or leave the United States.

060.2-2. This Executive order also provides that "Emergency plans and programs, and emergency organization structure required thereby, shall be developed as an integral part of the continuing activities of the Department of State on the basis that it will have the responsibility for carrying out such programs during an emergency."

Based on these responsibilities a redetermination was made of the Department's general war essential functions. The listing of these functions is provided in Exhibit 060.2-2 of this handbook as guidance for the emergency planning activities of bureaus and offices.

In this regard all geographic and functional bureaus will undertake as part of their continuing activities the achievement of a capability to perform the essential emergency functions which lie within their area of responsibility and competence.

This means that, in addition to the development of substantive plans and actions, bureaus and offices are responsible for administrative plans and procedures designed to ensure the continuity of their essential operations at National Headquarters as well as at alternate operating facilities. These responsibilities include but are not limited to:

- a. Selection of emergency cadre members under established criteria;
- b. Instruction of cadre members as to their specific responsibilities;
- c. Establishment of lines of authority and direction for the bureau;
- d. Selection and prepositioning to proper site or repository of essential and vital records and material;
- e. Preparation under established uniform criteria of the "cascade" notification procedures within the bureau or office;
- f. Insuring that the cascade notification cards held by cadre members are accurate and up-to-date;
- g. Processing cadre members for admission to relocation sites; and
- h. Ensuring that all cadre members make a trip to their emergency facility within 60 days after designation as a cadre member. (Cadre members with proper identification passes can visit the [redacted])

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Exhibit 060.2-2

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[redacted], and the ANMCC. At any time on official business. If however, they wish to avail themselves of familiarization and orientation briefings provided at the sites, they should make advance arrangements for a visit during duty hours (8:00 AM to 4:30 PM) with the Department of state representative at the [redacted] of the GSA Office of Preparedness. (Code 163, Extension 5627).

EXHIBIT 060.2-2 ESSENTIAL EMERGENCY FUNCTIONS OF THE DEPARTMENT OF STATE

1. Presidential decision making.
2. Direction of foreign policy and diplomatic relations.
3. Directions of military operations, and
4. Conduct of emergency wartime information.

In order to place our essential functions in relative priority sequence, a general war situation has been divided into two phases:

1. A time period immediately preceding and extending through an attack on the U.S. and immediately after that attack. (For planning purposes this phase is assumed to be a two or three-week period.)
2. A phase characterized by either (a) the continuation of the war on a conventional basis or (b) the absence of large-scale military engagement accompanied by a widespread economic and social disorder.

This exhibit concerns itself with functions performed in phase "1" above. The specific actions listed below are illustrative of Department activities during this two to three week period and are the guidelines to the bureaus for the purpose stated in the first paragraph of this handbook.

1. Presidential Decision Making

- a. Advise the President on the policy objectives to be pursued and political actions to be taken to meet the war situation.
- b. Advise on the political desirability and feasibility of seeking multilateral and bilateral political or military support.
- c. Advise on the policy framework that should guide the selection of given strategies in a war situation.

- d. Advise the President on the political situation in all major areas of the world.
 - e. Contribute to Presidential messages.
 - f. Advise the President on emergency economic assistance requirements of other countries.
 - g. Advise on specific approaches to non-allied and neutral states with respect to economic warfare matters.
 - h. Recommend courses of action in the public affairs and psychological warfare fields which would be helpful to our posture abroad and which would give needed information and encouragement to the American people.
2. Direction of Foreign Policy and Diplomatic Relations
- a. Employ to the maximum all the resources of diplomacy consistent with a national policy to avert the outbreak of hostilities.
 - b. Alert allies as to possible war or attack on U.S. and/or allied territory.
 - c. Consult with allied and neutral states in order to arrive at a coordinated approach to the war situation.
 - d. Consult with multilateral organizations to implement agreements or negotiate necessary changes.
 - e. Use diplomatic and other political means to avoid spread of general war to areas not yet affected.
 - f. Use diplomatic means to prevent neutral states from going to the support of the enemy.
 - g. Employ diplomatic means to keep allies on our side and prevent negotiation of separate peace.
 - h. Disrupt by political means the enemy's effort to maintain control over satellites and occupied areas.
 - i. Call upon the UN as a means of mobilizing support on world-wide basis.
 - j. Select neutral powers to assume protection of U.S. interests in enemy territory.
 - k. Negotiate cessation of hostilities.

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1. Approach appropriate foreign governments to request their support of U.S. war aims.
3. Direction of Military Operations
 - a. Maintain status of overflight and base rights previously established.
 - b. Advise DOD on military actions required to meet political objectives.
 - c. Provide information regarding overseas political and economic conditions required for military decision.
 - d. Provide information concerning the political situation within enemy territory.
 - e. Consult with the military authorities concerning formal designation of the aggressor(s) and belligerent(s).
 - f. Evaluate and provide the military with the enemy's war aims and political or military intentions.
 - g. Advise regarding the political or economic consequences of proposed military action.
 - h. Advise on and designate political and military elements to be supported.
 - i. Negotiate for rights and privileges to stage military operations within sovereign jurisdiction of other States.
 - j. Negotiate or request necessary revision of Status of Forces in NATO and other countries.
 - k. Advise ICAO of restrictions placed on civil aircraft airflights over U.S. territory.
 - l. Consult with certain powers concerning the introduction of nuclear weapons to their bases.
 - m. Regulate and control exports of items on munitions list.
4. Conduct of Emergency Wartime Information
 - a. Collect from abroad information on political developments for use in domestic public information purposes.
 - b. Provide public information media with overseas political and foreign relations information.

- c. Assist and provide guidance and information to government agencies engaged in overseas information programs.
- d. Assess immediate post-attack attitudes, capabilities and intentions of actual or potential allies as well as of third countries in order to contribute to planning for future offensive and defensive actions and operations.
- e. Provide required support and assistance to the wartime censorship authorities.

100 EMERGENCY FACILITIES

110 GENERAL

The Department of State, in the event of a national emergency which would necessitate the relocation of designated essential personnel, and the ultimate transfer of its emergency operations to alternate facilities, [REDACTED]

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120 MISSION

120.1 [REDACTED]

The mission of the [REDACTED] is to provide the Federal Government with a facility

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and a mechanism which will permit response to Presidential direction, the making of policy decisions both foreign and domestic, the announcement of those decisions, and the exercise of central control over their implementation.

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The Department's emergency cadre designated to relocate to the [] is constituted on an austere basis but will be sufficient to permit the Department's necessary participation in and conduct of economic and information activities. In addition, the cadre will provide assistance on international political matters to the Secretary and his top advisers wherever they may be relocated.

120.2 Department of State Representative

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130 FACILITIES

25X8, E.O.13526

130.1 Physical Description

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120.3 Alternate National Military Command Center (ANMCC)

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Exhibit 130.1-1

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130.2 Location

130.3 Working Arrangements

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Exhibit 130.1-2

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Exhibit 130.3

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130.4 Office Supplies and Equipment

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130.8 Finance

25X8, E.O.13526

130.5 Records and Reference Material

25X8, E.O.13526

130.9 Housekeeping Facilities

25X8, E.O.13526

130.6 Communications

25X8, E.O.13526

130.7 Courier, Pouch and Mail

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130.10 Security and Admission

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25X5 and 8, E.O.13526

131.3 Working Arrangements

25X5 and 8, E.O.13526

131 Facilities (ANMCC)

131.1 Physical Description

A description of the physical arrangements of the site is reserved for on-the-site briefings of cadre members.

131.2 Location

25X5 and 8, E.O.13526

131.4 Records and Reference Material

25X5 and 8, E.O.13526

131.5 Communications

25X5 and 8, E.O.13526

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Exhibit 131.3

EMERGENCY PREPAREDNESS HANDBOOK

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~~SECRET~~

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25X5 and 8, E.O.13526

25X5 and 8, E.O.13526

131.6 Housekeeping Facilities and Security

25X5 and 8, E.O.13526

131.7 Admission

Admission to the ANMCC is strictly controlled and is allowed only to those in possession of a proper and valid identification card issued by the military. The Office of Security will coordinate with the military the security processing of the Emergency Cadre destined to relocate to the ANMCC.

200 EMERGENCY ACTIONS AND PROCEDURES

210. READINESS LEVELS AND ACTIONS.

The system of Federal civil readiness levels provides policy and procedural guidance to Federal Departments and Agencies for non-military actions in response to official in-

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210.1 - 210.2

EMERGENCY PREPAREDNESS HANDBOOK

structions for implementing readiness levels in an emergency. Defense Readiness Conditions (DEFCONs) will no longer be used to indicate desired changes in civil emergency readiness. Agencies which have particular responsibilities keyed to military actions will be notified of DEFCONs by military authorities. However, they will be guided in initiating civil emergency preparedness actions, not keyed to military actions, by appropriate official instructions.

In an emergency situation, departments and agencies having nonmilitary defense responsibilities will receive official instructions as to readiness actions to be taken. Such instructions will be received directly from the President or from the []

[] Decisions on the nature and timing of such advisories will be made by the President. The means of communicating increased readiness measures will be through the Director of GSA/OP, supplemented as necessary by the Defense Civil Preparedness Agency (DCPA).

Coordinating procedures will be developed by GSA/OP to ensure timely notification of changes in Federal civil levels of readiness to the Department of Defense.

Civil Preparedness Response. The system which has been established for increasing readiness levels of Federal Departments and Agencies will meet a particular emergency situation. The readiness levels will be independent of and have no direct relationship to the declarations of DEFCONs. There is a requirement for a system for increasing readiness that is responsive to the President and to the [] and in which notification of readiness levels can be issued in an unclassified communication.

The system provides to the President and the [] the flexibility required to increase readiness levels of the civil Federal departments and agencies as required. Since there is no assurance that each situation will be influenced by identical factors occurring in sequence, the readiness posture of Federal departments and agencies should be tailored to the emergency situation. The system also provides for supplementary directed actions to be taken on receipt of official instructions which can be part of, or follow, the official notification.

Once Federal departments and agencies have assumed an improved readiness posture, special guidance will be issued by the President or the [] to (1) accelerate or decelerate readiness during a prolonged period of international tension; (2) guide the degree of agency activation of primary and

alternate headquarters; and (3) establish further dissemination of readiness requirements to other levels of government and the public.

Readiness Levels. The following readiness levels are established for civil preparedness actions as indicated:

210.1 Communications Watch. This constitutes the normal or near normal preparedness posture of many elements of the Federal Government. This readiness level may be established by the [] When notification is received, a capability for monitoring official voice and record communications on a 24-hour basis should be established wherever such a capability is lacking. Communications Watch readiness level, when directed, will be limited to regular National Offices unless specific instructions direct otherwise. Notification of this readiness level also will require an internal agency review of emergency readiness plans and procedures. Selected actions needed to update plans and procedures, as a result of the review, will be planned but not executed without further instructions. It is expected that this response will involve very few agency personnel and will have virtually no effect on regular agency activities. It is to be carried out without public disclosure and with minimum internal disclosure.

210.2 Initial Alert. Notification requires establishment of continuous manning of emergency operating centers at regular National Offices. Internal corrective action to meet deficiencies noted in emergency readiness plans and procedures will also be required. Communications Watch will be extended to regional and other major field offices as specified by the department or agency, unless alerting instructions direct otherwise. Additional actions will be accomplished either upon receipt of supplemental instructions or upon consultation with GSA/Office of Preparedness.

It is expected that this readiness level will involve specific participation of agency executive direction, the full-time participation of members of the National Office emergency team, and the part-time participation of others with key emergency assignments. Some regular agency activities may have to be curtailed or postponed. These actions are to be carried out with minimum public disclosure, though the continuation of a situation justifying Initial Alert for an appreciable period of time is likely to result in public notice. Instructions on relationships with State and local governments and with the press will be issued as necessary by the President or the [] [] Inquiries are to be referred to GSA/OP.

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210.3 Advanced Alert. Notification will result in a general and public participation in emergency and civil preparedness actions. Notification will indicate that the President desires achievement of the highest degree of civil emergency readiness. Primary emergency operating centers of the Federal Government at headquarters, at regions, and at other major field offices will be manned. Actions necessary for the activation of alternate emergency operating centers will be completed. Executive complements designated to man alternate emergency operating centers will be prepared to move upon direction. All possible guidance and support will be provided to State and local governments, and to various sectors of the public.

It is expected that such an instruction would coincide with or be immediately followed by a Presidential statement. Such a statement could contain general guidance on the nature of the deteriorating situation and the appropriate form of public response.

Emergency duties at this time will include continuation of the essential processes of government as well as emergency preparations for the essential functions required if warning of attack should be received. The cancellation of any readiness level without a further declaration will indicate agencies should return to normal operations.

210.4 Exercise Terms. When used in exercises, readiness levels will be identified as shown below to avoid possible confusion.

READINESS LEVEL	EXERCISE TERM
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Communications Watch	Quick Step
Initial Alert	Tight Rein
Advanced Alert	Flood Tide

Exercise terms for Attack Warning and Termination of Attack Warning will be specified by the Department of Defense.

210.5 Departmental Actions Required on Communications Watch Notification

Since this readiness level presupposes the normal or near normal preparedness posture of a Department or Agency of the Government, and since the Department has a capability for monitoring official voice and record communications on a 24-hour basis, only a limited number of other-than-normal activities would be required. One

of these would be an internal agency review of emergency plans and procedures. It would also be essential for all cadre members to carefully review the Department's Emergency Preparedness Handbook, and be familiar with their duties under the three Readiness Levels.

210.6 Departmental Actions Required on Initial Alert Notification

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210.7 Departmental Actions Required on Advanced Alert Notification

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220. Warning Conditions and Indicated Actions. The Defense Civil Preparedness Agency (DCPA) of the Department of Defense has Federal responsibility for making appropriate arrangements for warning the public and for the operation of the Federal portion of the attack warning system. Federal departments and agencies at all levels, as well as State and local governments will receive notification from DCPA of Attack Warning and Termination of Attack Warning. The imminence of attack requires additional readiness actions by those civil government personnel with immediate emergency mission assignments, if they are not already at emergency duty stations. Personnel who have subsequent emergency mission assignments or who do

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not yet have assignments will follow local civil defense instructions to take immediate protective action.

220.1 Attack Warning - This means that an attack against this country has been detected and all feasible Federal/civil agency actions should be directed toward the preservation and continuity of government and measures to preserve life and property.

220.2 Termination of Attack Warning - This indicates that the situation warrants the movement of people from shelter and to or from emergency operating facilities, where fallout conditions permit, but the possibility of subsequent attack still exists.

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230 Special Group

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240 Notification System

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240.2 Notification on Declaration of Initial Alert

On declaration of an Initial Alert readiness level during duty hours the Operations Center Watch Officer will notify the Special

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Group and other appropriate key Department officers, and Executive Directors and Administrative Officers of Bureaus and Offices with emergency-related duties of the declaration. If the declaration should occur during non-duty hours, the Watch Officer will notify the Special Group and other appropriate key Department Officers as well as the Duty Officers of Bureaus and Offices with emergency-related functions. It would be the responsibility of the Duty Officer to notify the Executive Director or Administrative Officer of his Bureau or Office, as well as the cadre members, of the declaration. This would require the activation of the Cascade System of the Bureau or Office.

240.3 Notification on Declaration of Advanced Alert

Notification procedures on declaration of an Advanced Alert would be the same as on declaration of an Initial Alert.

241 Movement of Special Group

On instructions from the Secretary, the Operations Center Watch Officer will notify members of the Special Group of the Secretary's intention to relocate, and provide them with such information as the Secretary may wish them to have regarding their movements.

250 TRANSPORTATION

There is no assured means of providing organized official transportation for the movement of all cadre members to their emergency duty stations. Personnel with relocation assignments must place dependence on their own resources whether it be their personal cars, car pooling arrangements with other cadre members, or any other means of private or public transportation which may be available.

In the event relocation is directed during duty hours executive directors or administrative officers should arrange for Cadre members to assemble as a group in the basement immediately behind the barber shop for transportation to the appropriate site.

Personal cars of cadre members will be used to the maximum extent possible on a pool basis. If sufficient private cars are not available, the Department's motor pool cars may be used if driven by a cadre member. Department chauffeurs will not be used.

300 POST-HOSTILITIES PREPAREDNESS

310 RECONSTRUCTION CADRE

Even with a severe nuclear attack on Washington, some employees of the Department would survive. This would be particularly true in the case of those employees residing some distance from Washington or temporarily absent from Washington.

To meet post-hostilities problems of reconstituting the Department of State, a Cadre would be designated to do its utmost to begin as soon as feasible after an attack to regroup the Department's survivors and other resources, and reestablish activities discontinued because of the attack.

The size of the Reconstruction Cadre would be made sufficiently large to include at least some survivors who would be charged with the task of determining the extent of physical facilities available to the Department and the number of employees available for a reconstruction program.

The specific tasks of this Cadre would be, but not limited to the following:

- a. Locate and establish temporary working quarters.
- b. Notify surviving employees where and when to report.
- c. Establish contact with Department's Cadre at the [] and the ANMCC.
- d. Expedite assessment of Department of State casualties and survivors, especially family members of relocated cadre members.
- e. Arrange for replacement of Cadre of the [] and the ANMCC as required.
- f. Prepare for return of Cadre from the [] and the ANMCC and the resumption of maximum Department of State functions at new location.
- g. Cooperate with local authorities by providing maximum assistance to meet all civil emergency requirements.

In order to facilitate the reconstruction phase, the Department has prepositioned at the GSA Federal Records Center Annex in Missouri vital records needed for resumption of normal State Department activities.

320 CIVIL DEFENSE INSTRUCTIONS

Employees with emergency assignments have the responsibility for making advance plans and arrangements for the care of their dependents in an emergency. Families cannot be cared for within or be permitted to enter emergency facilities. Families should be advised to follow civil defense instructions regardless of where the head of the family

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may be. If an employee with an emergency assignment feels that he or she cannot relocate for personal family reasons-medical or other-wise-he should inform his executive director or administrative officer and be relieved of his emergency assignment.

All other employees will be instructed to follow civil defense instructions and become familiar with Civil Defense Plans and Procedures for the Greater Washington Area. They should become especially familiar with the following:

320.1 Notification and Registration in a Post-Attack Period

Certain cards, described below, would be available at all Post Offices for use in a post-attack emergency. Depending on the circumstances, they would be used by all Departmental personnel not having relocation assignments, by relocated cadre members unable to reach their emergency duty stations, and by families which may become separated.

320.2 Safety Notification Card

This postal card (PS Form 810) is to be addressed by the evacuee to anyone (e.g., employers, relatives, friends) who might be concerned about his safety and whereabouts. Such a card addressed to "Department of State, Washington, D.C. 20520" would be delivered through Postal Service channels to the Department at its emergency facility. If members of a family become separated, the card would also be used in ascertaining their location and subsequently reuniting them.

320.3 Emergency Change of Address Card

This is PS Form 809, which gives the evacuee's pre-emergency and current address. Its primary purpose is to serve as a postal locator card for use in giving directory service to undeliverable letter mail addressed to disaster areas.

320.4 Federal Employee Registration Card

The Civil Service Commission has established a procedure for the post-attack registration of Federal employees in the United States. Employees without emergency duty assignments who are prevented from going to the regular places of work because of enemy attack, or those with emergency assignments who are unable to reach their duty stations, should go to the nearest Post Office and fill out an Emergency Registration Card (CSC Form 600). The Post Office will forward the card to the appropriate area office of the Civil Service Commission, which in turn will notify the Department of each registration. This will enable the Department to keep the employee on the active roster so that his pay may be forwarded, and so that he also may be instructed when and where to report back for work.

330. MILITARY READY RESERVISTS

Any Military Ready Reservists subject to immediate recall to active duty during a national emergency cannot be a member of the Department of State Emergency Cadre. In this connection executive directors or administrative officers will insure compliance with this regulation.

Title 3—THE PRESIDENT

Executive Order 11490

ASSIGNING EMERGENCY PREPAREDNESS FUNCTIONS TO FEDERAL DEPARTMENTS AND AGENCIES

WHEREAS our national security is dependent upon our ability to assure continuity of government, at every level, in any national emergency type situation that might conceivably confront the nation; and

WHEREAS effective national preparedness planning to meet such an emergency, including a massive nuclear attack, is essential to our national survival; and

WHEREAS effective national preparedness planning requires the identification of functions that would have to be performed during such an emergency, the assignment of responsibility for developing plans for performing these functions, and the assignment of responsibility for developing the capability to implement those plans; and

WHEREAS the Congress has directed the development of such national emergency preparedness plans and has provided funds for the accomplishment thereof; and

WHEREAS this national emergency preparedness planning activity has been an established program of the United States Government for more than twenty years:

NOW, THEREFORE, by virtue of the authority vested in me as President of the United States, and pursuant to Reorganization Plan No. 1 of 1958 (72 Stat. 1799), the National Security Act of 1947, as amended, the Defense Production Act of 1950, as amended, and the Federal Civil Defense Act, as amended, it is hereby ordered as follows—

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Part 1—Purpose and Scope

SECTION 101 *Purpose.* This order consolidates the assignment of emergency preparedness functions to various departments and agencies heretofore contained in the 21 Executive orders and 2 Defense Mobilization orders listed in Section 3015 of this order. Assignments have been adjusted to conform to changes in organization which have occurred subsequent to the issuance of those Executive orders and Defense Mobilization orders.

SEC. 102 *Scope.* (a) This order is concerned with the emergency national planning and preparedness functions of the several departments and agencies of the Federal Government which complement the military readiness planning responsibilities of the Department of Defense; together, these measures provide the basic foundation for our overall national preparedness posture, and are fundamental to our ability to survive.

(b) The departments and agencies of the Federal Government are hereby severally charged with the duty of assuring the continuity of the Federal Government in any national emergency type situation that might confront the nation. To this end, each department and agency with essential functions, whether expressly identified in this order or not, shall develop such plans and take such actions, including but not limited to those specified in this order, as may be necessary to assure that it will be able to perform its essential functions, and continue as a viable part of the Federal Government, during any emergency that might conceivably occur. These include plans for maintaining the continuity of essential functions of the department or agency at the seat of government and elsewhere, through programs concerned with: (1) succession to office; (2) predelegation of emergency authority; (3) safekeeping of essential records; (4) emergency relocation sites supported by communications and required services; (5) emergency action steps; (6) alternate headquarters or command facilities; and (7) protection of Government resources, facilities, and personnel. The continuity of Government activities undertaken by the departments and agencies shall be in accordance with guidance provided by, and subject to evaluation by, the Director of the Office of Emergency Preparedness.

(c) In addition to the activities indicated above, the heads of departments and agencies described in Parts 2 through 29 of this order shall: (1) prepare national emergency plans, develop preparedness programs, and attain an appropriate state of readiness with respect to the functions assigned to them in this order for all conditions of

national emergency; (2) give appropriate consideration to emergency preparedness factors in the conduct of the regular functions of their agencies, particularly those functions considered essential in time of emergency, and (3) be prepared to implement, in the event of an emergency, all appropriate plans developed under this order.

SEC. 103 *Presidential Assistance.* The Director of the Office of Emergency Preparedness, in accordance with the provisions of Executive Order No. 11051 of September 27, 1962, shall advise and assist the President in determining national preparedness goals and policies for the performance of functions under this order and in coordinating the performance of such functions with the total national preparedness program.

SEC. 104 *General and Specific Functions.* The functions assigned by Part 30, General Provisions, apply to all departments and agencies having emergency preparedness responsibilities. Specific functions are assigned to departments and agencies covered in Parts 2 through 29.

SEC. 105 *Construction.* The purpose and legal effect of the assignments contained in this order do not constitute authority to implement the emergency plans prepared pursuant to this order. Plans so developed may be effectuated only in the event that authority for such effectuation is provided by a law enacted by the Congress or by an order or directive issued by the President pursuant to statutes or the Constitution of the United States.

Part 2—Department of State

SECTION 201 *Functions.* The Secretary of State shall prepare national emergency plans and develop preparedness programs to permit modification or expansion of the activities of the Department of State and agencies, boards, and commissions under his jurisdiction in order to meet all conditions of national emergency, including attack upon the United States. The Secretary of State shall provide to all other departments and agencies overall foreign policy direction, coordination, and supervision in the formulation and execution of those emergency preparedness activities which have foreign policy implications, affect foreign relations, or depend directly or indirectly, on the policies and capabilities of the Department of State. The Secretary of State shall develop policies, plans, and procedures for carrying out his responsibilities in the conduct of the foreign relations of the United States under conditions of national emergency, including, but not limited to (1) the formulation and implementation, in consultation with the Department of Defense and other appropriate agencies, and the negotiation of contingency and post-emergency plans with our allies and of the intergovernmental agreements and arrangements required by such plans; (2) formulation, negotiation, and execution of policy affecting the relationships of the United States with neutral States; (3) formulation and execution of political strategy toward hostile or enemy States, including the definition of war objectives and the political means for achieving those objectives; (4) maintenance of diplomatic and consular representation abroad; (5) reporting and advising on conditions overseas which bear upon the national emergency; (6) carrying out or proposing economic measures with respect to other nations, including coordination with the export control functions of the Secretary of Commerce; (7) mutual assistance activities such as ascertaining requirements of the civilian economies of other nations, making recommendations to domestic resource agencies for meeting such requirements, and determining the availability of and making arrangements for obtaining foreign resources required by the United States; (8) providing foreign assistance, including continuous supervision and general direction of authorized economic and military assistance programs, and determination of the value thereof; (9) protection or evacuation of American citizens and nationals abroad and safeguarding their property; (10) protection and/or control of international organization and foreign diplomatic, consular, and other official personnel and property, or other assets, in the United States; (11) documentary control of persons seeking to enter or leave the United States; and (12) regulation and control of exports of items on the munitions list.